

Bunker Hill Library Meeting

July 14, 2021

6:04 p.m.

A quorum was established with Miller, Speitel, Thyer, Allen and Lasswell. Morrison arrived at 6:14 p.m. Motion to accept the Agenda for this month meeting was made by Thyer and seconded by Miller. Motion carried. Motion to accept the minutes from last month's meeting was made by Thyer and seconded by Miller. Motion carried.

Public Comments: A Thank You card from Kim Albers for our gift card was read by Kelsey.

Treasurer's Report: Motion to accept the report for this month was made by Allen and seconded by Thyer. Motion carried.

Librarian's Report:

1. Expanding hours beginning August 2nd to 11:00-6:00 M-F and every Saturday 9-12
 - a. Slow start to the re-introduce program
 - b. Library toys and tables and chairs coming back out. Will be cleaned after use as always.
 - c. Start charging fines again on the date as well.
2. Summer Reading Program Updates:
 - a. Went better this year than last. 50 signed up Prairie Farms donated \$200. Lots of donation for prizes. A great year.
3. Grant Updates:
 - a. COVID-19 Emergency Relief Grant 0 Find out results in September 2021.
 1. General Operations Grant \$5,000 will know in September
 2. Humanitarian Project Grant \$5,000 COVID Safe and Wi-Fi will know at end of August.
 - b. Preliminary stage of a On the road to Recovery-Transforming Library Spaces Grant – up to \$25,000.00 to transform the library into Post COVID friendly spaces.
4. Just for Information – Lasswell is planning to go back to school. It is online and for the next two years. She is going to obtain her Bachelor's Degree in Library and Information Science.

Committee Reports:

Budget/Finance:

1. Linnebrink, Morrison and Lasswell will get it worked out for the next year.

Building/Maintenance Committee:

1. Need PM's done
2. Gutter still needs to be look at.

Policy/Procedure Committee:

1. Motion to approve and adopt the Prevailing Wage for 2021-2011 was made by Allen and seconded by Miller. Motion carried. Morrison – Yes; Thyer-Yes; Allen-Yes; Miller-Yes; and Speitel-Yes. Linnebrink and Fleiger did not attend the meeting.
2. Review and approve the Employees Handbook. Motion made by Allen to approve the contract with changes and seconded by Thyer.

Community/Public Relations Committee:

1. Dunking Booth update. Fire Department will fill it up. Our insurance will cover it. Still working on Steve Luck about signs. Will see about transportation to library from dunking stand for changing.

Landscaping Committee:

1. Miller got tree cut down. Will get a burn pile. Morrison will talk to Mullins about tree and flowers before the Fall Fest September 11, 2021. Will check on insurance about tree.

Executive Session from 6:40 to 6:44 p.m.

Next board meeting is 8/11/2021 at 6:00 p.m.

Motion made by Allen to adjourn and Thyer seconded it. Motion carried. Adjourned at 6:48 p.m.

Bunker Hill Library Meeting

August 18, 2021

6:07 p.m.

A quorum was established with Miller, Morrison, Thyer, Allen and Lasswell. Motion to accept the Agenda for this month meeting was made by Morrison and seconded by Miller. Motion carried. Motion to accept the minutes from last month's meeting was made by Thyer and seconded by Morrison. Motion carried.

Public Comments: None.

Treasurer's Report: Motion to accept the report for this month was made by Morrison and seconded by Thyer. Motion carried.

Librarian's Report:

5. Lasswell would like to deduct 7 hours of her yearly vacation time and "donate" it to Kimberly Albers' yearly vacation time to allow Kim to spend an extra day in the hospital with her daughter who was in a motor vehicle accident. Motion was made to accept these terms by Morrison and seconded by Miller.
6. Summer Reading program update. 64 kids registered. 30 fully completed (360 minutes) 25,584 minutes read as of Monday August 16th.

Committee Reports:

Budget/Finance:

Building/Maintenance Committee:

3. Need PM's done
4. Ernst Heating and Cooling update. \$636 to replace ac/heat pump contactor, replace single component capacitor and replaced both filters and diagnostic fee

Policy/Procedure Committee:

3. None.

Community/Public Relations Committee:

2. Dunking Booth update. Fire Department will fill it up. Anyone who can help, be at location whenever you are available. Schedule displays will go up in the library in advance to advertise and will have two to display on day of event.

Landscaping Committee:

2. Morrison contacted Mayfields. \$685 to remove stump, replace tree and cleanup – 30 day quote. Asked for a breakdown of costs and still waiting on the reply. Board voted to table this vote until next meeting with more information. Morrison suggested that we make notes to trim tree branches in spring.

Executive Session: None

Next board meeting is 9/8/2021 at 6:00 p.m.

Motion made by Thyer to adjourn and Morrison seconded it. Motion carried. Adjourned at 6:29 p.m.

BUNKER HILL LIBRARY MINUTES

September 8, 2021

6 p.m.

A quorum was met with Miller, Lasswell, Morrison, Speitel and Allen. The Agenda for the meeting was approved by Miller and seconded by Allen. Motion carried. The Minutes from last month's meeting were approved with Allen making the motion and Miller seconded. Motion carried.

No Public Comments

Treasurer's Report: The treasurer's report was not ready for the meeting. April is going to retire. The idea was mentioned to keep the records in house. A discussion will be carried on at next meeting and we will vote on which idea works for us.

Librarian's Report:

1. Summer Reading Program has officially ended – total of 64 kids registered, 42 completely finished (read 360 minutes), a total of 27,869 minutes read.
2. Illinois Humanities Grant for General Operations was granted. The Library will be awarded \$5,000 to simply add to the general fund to be spent however is necessary. Still waiting on notification for two others.
3. Local book signing on Tuesday, September 7th. Bonnie Allen.

Committee Reports:

Budget/Finance committee:

1. Motion to approve the 2021-2022 budget numbers for submission. Motion to accept the budget as presented was made by Allen and seconded by Morrison. Motion carried.

Building/Maintenance Committee:

1. PMs need to be completed. The gutters need to be looked into.

Policy/Procedures Committee:

1. None at this time.

Community/Public Relations Committee:

1. Fall Fest update. Still on for Saturday. Advertising this week. Schedule banners will be going up in library to advertise, two banners will be outside on the day of. If you're available, stop by to assist/relieve workers. Still looking for people to help.

Landscaping Committee:

1. Replace the tree and take out stump will be \$210.00. \$475.00 for trimming and pulling stuff out. This is really high. Will plan a work day. Motion made to replace tree and have stump removed for no more than \$250.00 made by Miller and seconded by Allen. Motion carried.

Old Business: None

New Business: None

No executive session

Next meeting is October 13, 2021 at 6 p.m.

Adjourned at 6:32 p.m. Motion to adjourn was made by Morrison and seconded by Miller. Motion carried.

Bunker Hill Library District
Minutes Wednesday, October 6, 2021
6:05 p.m.

A quorum was met with Linnebrink, Miller, Thyer, Lasswell, and Allen. Morrison arrived at 6:06 p.m. Motion to accept the Agenda was made by Thyer and seconded by Miller. Motion carried. Motion to accept the minutes from last month was made by Allen and seconded by Thyer. Motion carried.

No Public Comments

Treasurer's Report: Motion was made by Allen and seconded by Miller to accept the Treasurer's Report. Motion was carried.

Librarian's Report:

1. Library Crawl (the 3rd Annual one) which runs from September 27-October 15 is going on. Seems to be lots of participants.
2. Looking to have another Reading Program after Christmas Holidays to help engage readers and get through lull between Holidays and spring.
3. Looking into start incorporating in-person programming around Thanksgiving.
4. A new mobile app is being looked into. It is more user friendly. (Heartland)

Committee Reports:

Budget/Finance:

1. Nothing to report

Building/Maintenance Committee:

1. PM and gutters being looked into.
2. Service for generator was taken care of
3. Snow Removal to be taken care of. Linnebrink will look into it. Same as last year.

Policy/Procedure Committee:

1. Lasswell is looking into a plan for November meeting on new policy for accounting

Community/Public Relations Committee:

1. Fall Fest was a success. Made \$1,100.00 total. \$535 profit. Lots of lessons were learned and next year cost will be less because our signs are reusable. Location we hope will be different.

Landscaping Committee

1. Tree to be replaced. Monica still working on it.

No Old Business

No New Business

Executive Session: 6:27 p.m. and closed at 6:35 p.m.

Next board meeting is November 11, 2021 at 6 p.m.

Adjournment: Motion made by Miller at 6:37 p.m. Motion carried.

Bunker Hill Library Meeting
Minutes from November 10, 2021
6:00 p.m.

A Quorum was met at 6:05 p.m. With Morrison, Speitel, Miller, Lasswell and Allen. Motion made to accept the agenda was made by Morrison and seconded by Speitel. Motion carried. Motion to accept the minutes from last month was made by Allen and seconded by Morrison. Motion carried.

No Public Comments

Treasure's Report: No report given. Bank Statements not being sent it. It is being corrected.

Librarian's Report:

1. Pat Sims has officially resigned and turned in her keys.
2. Hiring process will start in January
3. QuickBooks - \$75 a year plus \$57 a month for payroll option will average of \$63.50 per month. Has a Direct Deposit Option, online option (Kelsey can access if from anywhere) fill out budget lines correctly and can access reports at any time and keep tract of vacation and sick leave. Will save us \$438 a year. Has Tech Support. If help is needed can contact April's.
4. Motion to approve the setup of QuickBooks and Lasswell to be in charge of bookkeeping with Morrison still signing checks was made by Morrison and seconded by Miller. Motion carried.
5. Will start in person programming Thanksgiving week with minor kid's crafts and maybe introduce painting parties back in back in December.
6. Road to Recovery Grant – Illinois State Library - \$8,500- for new study stations, children's area furniture, charging stations for entire library, carpet cleaning, and cleaning supplies.

Committee Reports:

Budget/Finance:

1. Motion to approve the 2022/2023 Levy Ordinance was made. Roll Call Vote: Speitel, yes; Miller, yes; Morrison, yes; and Allen, yes. Motion carried.

Building/Maintenance Committee:

1. Generator has "low fuel" fault. Suppose to contact FS for it.
2. Monthly PMS are behind. Will contact Fleiger. Speitel and Miller looking into gutters.

Policy/Procedure Committee: Nothing

Community/Public Relations Committee: Nothing

Landscaping Committee:

1. Tree replacement update. Morrison has repeatedly contacted them. Going to try in person.

No Old Business

New Business: Allen gave Lasswell a card from an Author she met in St. Charles. Lasswell will contact.

No Executive Session

Next Board Meeting is January 12, 2022

Meeting Adjourned at 6:43 p.m. Allen made motion to adjourn and Morrison seconded it. Motion carried.

Bunker Hill Public Library Meeting
Minutes for Wednesday, January 19,2022
6:00 p.m.

A Quorum was met at 6:06 with Speitel, Morrison, Thyer, Lasswell and Allen. Motion was made to accept the agenda was made by Allen and seconded by Thyer. Motion carries. Motion to accept the minutes from the last months meeting was made by Speitel and seconded by Morrison. Motion carried.

No Public Comments

Treasurer's Report: Still no reports at this time. PO Box on Bank Statements needs to be changed. Morrison will be going to the bank and getting it done.

Librarian's Report:

1. **New Employee Hire Discussion.** Lasswell has someone in mind. It is to be posted.
2. **Quickbooks** is being set up – taking longer than expected to get it organized the way it needs to be – scheduling apt with Quickbooks to tech help this week to assist in making sure it is done correctly. It was suggested that Jill Yates can maybe help if need be.
3. **Painting Parties** have begun. Slow starts but some interest. Will add more programming soon.
4. Will begin **Summer Reading Program** planning in February – would like to make it more in-person this year.
5. **Annual per Capital grant** is being sent in.

Committee Reports:

Budget/Finance:

1. Lasswell to put together rough budget for 2022-2023 and the schedule budget meeting by April

Building/Maintenance Committee:

1. Generator FINALLY working properly. Should be good to go.

Policy/Procedure Committee: Nothing at this time.

Community/Public Relations Committee: Nothing at this time.

Landscaping Committee: Morrison will go in person to see if she can get it done.

Old Business: None

New Business: None

Executive Session: None

Next Board meeting Wednesday, February 9, 2022 at 6:00 p.m.

Adjournment: Morrison made a motion to adjourn the meeting at 6:30 p.m. Thyer seconded it. Motion carried.

Bunker Hill Library District Meeting
Wednesday, February 16, 2022
6:02 p.m.

A Quorum was met at 6:02 p.m. with Speitel, Morrison, Thyer, Lasswell and Allen. Motion was made to accept the Agenda by Morrison and seconded by Thyer. Motion carried. Motion made to accept the minutes from last month's meeting by Thyer and seconded by Morrison. Motion carried.

No Public Comments

Treasurer's Report:

Lasswell will have all treasurers reports ready for next months meeting. Working on the software installation.

Library Report:

1. Summer Reading Program planning process has started. Making more hands on this summer.
2. Lauren Thomae signed offer letter on February 11, 2022 and will be on schedule starting Tuesday, February 22, 2022 on a 3 month probation.

Committee Reports:

Budget/Finance Committee:

1. Rough budget idea will be presented for March via text/email communication. The April meeting will be asked to come early to approved Budget.

Building/Maintenance Committee:

1. Lasswell will place an ad for lawncare bids at the beginning of March.

Policy/Procedure Committee:

1. Nothing at this time.

Community/Public Relations Committee:

1. Need to start brainstorming for ideas for spring.

Landscaping Committee:

1. Morrison is checking on things for spring to be done.

No Old Business

No New Business

No Executive Session

Next Board meeting is Wednesday, March 9, 2022

Motion to adjourn made by Morrison and seconded by Speitel. Motion Carried. Closed at 6:17 p.m.

Bunker Hill Public Library District Meeting

Wednesday, March 9, 2022

6:07 p.m.

A quorum was met with Speitel, Thyer, Morrison, Miller, Lasswell, and Allen. The meeting was called to order at 6:07 p.m. Motion to accept the minutes from the last meeting were approved with a motion made by Thyer and seconded by Morrison. Motion carried. Motion to accept the Agenda for this meeting was made by Thyer and seconded by Morrison. Motion carried.

No Public Comments.

Treasurer's report:

1. YTD and Monthly summaries attached.
2. Waiting on apt with April Financial to finalize the ending of their services and retrieval of items and logins for payroll.

Motion made by Morrison and seconded by Miller to accept the treasurer's report.

Librarians Report:

1. Lauren's training update: Seems she is adaption well at this point.
2. Summer Reading Handouts now available. Planning Family Night, S'mores and Story time
3. Looking into signage for Children's and Junior High sections of the library via Sign Magic
4. Invited to Wolf Ridge K-5 & Junior High reading nights in May to advertise SRP and Library Resources.
5. Discuss possibility of a paid "consultant" to help organize and sort genealogy room. Glenna Hopper brought to our attention. Will look for a volunteer first.
6. Employee Reviews in April and submitted to board review in May (Lauren will be full update only – still on probationary period).

Committee Reports:

Budget/Finance Committee

1. Rough Budget submitted

Building/Maintenance Committee

1. PMs need done will check with Mark.
2. New flag 3x5 \$16
3. Mowing bids will be ready by end of the month will vote on them in April.

Policy/Procedure Committee

Nothing at this time

Community/Public Relations Committee

1. Brainstorm and discuss possible fundraisers. Gun raffle. Glo Bingo, Meat Bundles. Checking these out

Landscaping Committee

1. Monica is checking Mayfield's again.

Old Business: None

New Business: None

No Executive Session

Next Board Meeting will be Wednesday, April 20, (Lasswell can't make the 13th)

Motion made by Morrison and seconded by Thyer to adjourn. Meeting adjourned at 6:45 p.m.

BUNKER HILL LIBRARY DISTRICT MEETING

APRIL 20, 2022

6:03 P.M.

A quorum was met with Speitel, Miller, Thyer, Lasswell and Allen. Motion to accept the minutes from last month was made by Thyer and seconded by Miller. Motion carried. Motion to accept the agenda was made by Thyer and seconded by Miller. Motion carried.

No Public Comments

Treasurer's Report: Lasswell is still learning the program, but progress has been made. Motion to accept the report was made by Allen and seconded by Thyer. Motion carried.

Library Report:

1. Summer Reading Program is set to begin. 2 big presenters expected. Scott Iringhausen and someone from Mad Science.
2. Working on ALA grant with the help of new employee Lauren for \$20,000. For books to be weeded out and new books purchased.
3. Will be rearranging schedules to allow Lasswell 2-3 hours each week before library opens to work on grants and finances.
4. Employee Reviews will be ready for executive session next month.
5. Book Sale begins Thursday, April 21 thru Tuesday, April 26.
6. Reminder that Lasswell is collaborating with the school for Family reading Night on May 4th & 5th

Committee Report:

1. Budget/Finance Committee

- a. Motion to approved the 2022/2023 Budget. Motion to approve the Budget for 2022/2023 was made by Allen and seconded by Thyer.

2. Building/Maintenance Committee:

- a. Motion to vote on mowing. Motion was made to accept Kara's Lawn Mowing all Yeas and Vaughn Law Mowing was all Nays A big difference in the mowing prices.

3. Policy/Procedure: Nothing at this time

4. Community/Public Relations Committee:

- a. Glo Bingo to be held at the Legion on March 17, 2023. 10-12 workers needed Prizes to collect. Motion to send deposit and all voted Yay

5. Landscaping Committee: None at this time.

Old Business: None

New Business: Allen will be contacting Pat Sims about maybe throwing a little party for her.

Next Board Meeting is May 11, 2022 at 6:00

Allen made a motion to adjourn the meeting at 6:53.

Bunker Hill District Library Meeting

May 16, 2022

6:00 p.m.

A quorum was met with Thyer, Lasswell, Miller, Speitel, and Allen. Morrison arrived at 6:02 p.m. Motion to accept the Agenda was made by Thyer and Miller seconded it. Motion carried. Motion to accept the meetings minutes from last month was made by Thyer and seconded by Miller. Motion carried.

No Public Comments was made it.

Treasurer's Report is attached. Motion to accept was made by Thyer and seconded by Allen. Motion carried.

Librarian's Report:

1. Summer Reading Program. 46 have registered already. Kick off was June 9th at 1:00.
2. \$209 profits on the book Sale
3. Family Reading night a Wolf Ridge was a success.

Committee Reports:

Budget/Finance

1. Nothing at this time.

Building/Maintenance Committee

1. Nothing at this time.

Policy/Procedure Committee

1. Nothing at this time.

Community/Public Relations Committee

1. Glo-Bingo original date not available. March 3,4, 10, 11, 24 and 31 available as of Friday decided to try to get the 11th or 4th of March.
2. September 10th is Fall Fest. We still want dunking booth.

Landscape Committee:

1. Mayfield's will honor the replacement of tree the price from last year. Another dead tree at same price. A motion made for Morrison to purchase ferns, round up made by Speitel and seconded by Thyer.

Old Business:

1. Lunch dates to be made with Pat Sims and then set up a date for a party.

New Business:

1. Staunton Library does not meet in July and then in December Something to think about.
- 2.

Executive Session was opened at 6:20 with Thyer, Morrison, Speitel, Miller, Allen and Lasswell. Meeting was closed at 6:32.

Next board meeting is June 8 at 6 p.m.

Adjournment motion was made by Thyer and seconded by Morrison. Meeting closed at 6:35 a.m.